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Intelligence Officer, GS-15

Incumbent:

Chief, Reports Division (D/R), O/RR

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Under the general direction of the Assistant Director for Research and Reports, serves as Chief, Reports Division, which consists of an Office of the Chief, a Review and Publications Branch, a Project Initiation and Control Branch, and an External Research Branch.

As Chief of the Division, engages in and directs a staff in the discharge of the following responsibilities:

1. Recommendations to the Assistant Director for Research and Reports of the nature, scope, terms of reference, format, periodicity, and ultimate dissemination of the various media through which O/RR intelligence is produced in accordance with approved intelligence production plans.
2. Drawing up terms of reference, in collaboration with O/RR Divisions concerned, for specific publications and reports which are to be issued in execution of approved production plans or which are undertaken in response to specific requests proposed by the Divisions of O/RR or by the Reports Division.
3. Coordination and control of the production of reports within O/RR, maintenance of necessary records and statistics, and arrangements for final distribution.
4. Reviewing, adapting, and arranging final form of O/RR issuances in consultation with producing Divisions and arranging for their publication.
5. Continuing study of editorial policy and recommendations of procedures for the improvement of publications. Preparation of such

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guides and instructions as are needed for this purpose.

6. Coordination of production with other components of CIA and with the IAC agencies where O/RR is either a contributing member or a recipient of contributions from others.

7. Maintenance of an external research program for O/RR, and, when directed, for other components of CIA, utilizing the research capabilities of non-Government research organizations; coordination of such research projects within CIA and with the IAC agencies. General supervision of CIA representatives on the CIA-State External Research Staff and exploitation of that source for the benefit of CIA.

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